

MERCHANT MARINERS DOCUMENT

Able Seaman, Lifeboatman, QMED
Tankerman

REFERENCE GUIDE

REGIONAL EXAMINATION CENTER, SAN FRANCISCO BAY

Coast Guard Island, Building 14
Alameda, California 94501
(510) 437 5381 FAX: (510) 437-3096

OFFICE HOURS

OPEN: Monday through Thursday 8:00 am - 11:30 am, 12:30 pm - 4:00 pm
Fridays 09:00 am - 12:00 pm

CLOSED: Last Friday of every month & Saturdays, Sundays, Federal Holidays.

VISIT the Coast Guard's Licensing home page,: www.uscg.mil/stcw

Please review this entire handout before submitting your application. Following the directions in this handout will help to avoid delays in the process which are typically caused by incomplete applications.

DIRECTIONS TO THE COAST GUARD MARINE SAFETY OFFICE

When traveling on Hwy 80 West (from locations north of the San Francisco Bay area), take Hwy 580 West to Hwy 980 West (Oakland) to Hwy 880 South (San Jose). While on Hwy 880 South, take the **16th Avenue Embarcadero** exit. At the stop sign at the end of the exit ramp, turn left onto the Embarcadero, follow it for a distance of about mile to Dennison Street. You will see a green sign with an arrow pointing right to Coast Guard Island. Turn right on Dennison Street and drive over the bridge to Coast Guard Island. *The security guard at the gate to Coast Guard Island will give you a base pass for your vehicle.

When traveling on Hwy 880 North (Oakland), from locations south of the San Francisco Bay area, take the **5th Avenue Embarcadero** off ramp exit. Go underneath the Hwy 880 overpass to the stop sign. At the stop sign, turn left onto the Embarcadero. Follow it for a distance of about 1 mile to Dennison Street. Turn right on Dennison Street and drive over the bridge to Coast Guard Island. The security guard at the gate to Coast Guard Island will give you a base pass for your vehicle.

***Note:** In order to bring your vehicle onto the base, you must a valid Merchant Mariners Document, a drivers license, vehicle registration, and proof of insurance. If you do not have the required vehicle documents, you may park off the base and walk to Building 14 after checking in with the gate guard.

BART - Take the FREMONT or PLEASANTON Line to the Oakland FRUITVALE Station. You can then take a taxi from the BART station to Coast Guard Island.

USEFUL INFORMATION

Submission of application: The REC'S backlog of application submittals varies from week to week. As such, the processing time for completion of your application also varies.

Verification of Sea Service: Sea service may be documented in various forms, including original certificates of discharge, or official documents from marine companies on original company letterhead signed by appropriate officials or licensed masters. In all cases, the evidence produced by the applicant must be original documents containing the amount and nature of the applicant's experience. At a minimum, the contents of the letter **MUST INCLUDE:**

- ? ? Name and documentation/official number of each vessel on which the service was obtained
- ? ? Vessels gross tonnage, shaft horsepower and type of propulsion
- ? ? Number of days underway on each vessel including the dates the service was obtained
- ? ? Number of days spent in each type of route (Ocean, Near Coastal, Inland, specific river or lake, etc.)
- ? ? Average number of hours worked per day
- ? ? A brief description of duties or work performed

For service on vessels of under 200 gross tons, owners of vessels may attest to their own service as long as proof of vessel ownership is provided.

Citizenship/Social Security: All original document transactions must provide acceptable proof of a social security card and nationality, i.e. original passport, birth certificate or baptismal certificate. Non-citizens who possess an alien registration card or visa authorizing employment can apply for a Merchant Mariner's Document

FireFighting: Persons applying for an **Tankerman** endorsement must provide proof of having completed a U. S. Coast Guard approved fire fighting course within five years from the application date

Fingerprint Cards: If you are applying for an original license fingerprint cards must be submitted. Fingerprints can be taken here at this office or by any local law enforcement agency. The forms must be signed by the official taking the prints.

STCW-95: Basic Safety Training Certificates – every five years (Personal Survival Techniques, Fire Fighting/Prevention, Elementary First Aid, Personal Safety and Social Responsibilities)

User Fee Chart

	Evaluation Fee	Issuance Fee	Examination Fee	<u>Total</u>
With Qualified Rating (AB, LB, QMED)	\$95.00	\$45.00	\$140.00	\$280.00
Endorsement for Qualified Rating/ Raise of Grade	\$95.00	\$45.00	\$140.00	\$280.00
Renewal	\$50	\$45.00	\$50.00	\$145.00
Duplicate		\$45.00		\$45.00

Payment Information

Payment will be accepted in the form of Personal Check, Money Order or visa / master card (with name, address and social security number). Please make check or money order payable to U.S. Coast Guard.

APPLICATION CHECKLIST

ALL APPLICATIONS: (Original & Renewal)

- ✍✍ CG-719B Application – enclosure 1
- ✍✍ CG-719K/E Physical Examination Report – enclosure 2, (completed within the past 12 months)
- ✍✍ Sea Service (letters of discharge, sea service form or letter of sea service from company/owner)
- ✍✍ Report of Chemical Drug Test – enclosure 3, or company letter (completed within the past 180 days)
- ✍✍ Merchant Mariner's Document Set Up Form – enclosure 4
- ✍✍ Two recent passport-style photographs (if applying for a document or an STCW-95)
- ✍✍ Appropriate payment – fee chart page.

ADDITIONAL INFORMATION REQUIRED FOR:

ORIGINAL DOCUMENT APPLICATIONS:

- ✍✍ Proof of citizenship or nationality
- ✍✍ Original Social Security Card
- ✍✍ FD-258 Fingerprint Card

RENEWAL OF DOCUMENT APPLICATIONS:

- ✍✍ Front and back copy of current document
- ✍✍ Renewal for Continuity Form – enclosure 5 (renewing for continuity only)

STCW-95 APPLICATIONS:

- ✍✍ Basic Safety Training Certificates (Personal Survival Techniques, Fire Fighting/Fire Prevention, First Aid, Social Responsibilities)
- ✍✍ Proof of proficiency in the use of survival craft – Lifeboatman

TANKERMAN APPLICATIONS:

- ✍✍ Fire Fighting Certificate
- ✍✍ Dangerous Liquids (DL) / Liquefied Gas Certificate(LG)
- ✍✍ Proof of Transfers / Service

PROFESSIONAL REQUIREMENTS:

ABLE SEAMAN (AB). All sea service must have been obtained on vessels in the deck department while underway. The sea service requirements for the different levels of Able Seaman are as follows:

- ? ? Able Seaman (Unlimited) - A total of three years (1,080 days) service on Ocean waters or navigable waterways including the Great Lakes.
- ? ? Able Seaman (Limited) - Eighteen months (540 days) service on Near Coastal, Ocean or Great Lakes. All of this time must have been on vessels of 100 gross tons or more.
- ? ? Able Seaman (Special) - Twelve months (360 days) service on oceans or Great Lakes.
- ? ? Able Seaman (OSV) - Six months (180 days) service on board vessels on oceans or navigable waterways including the Great Lakes.
- ? ? Able Seaman (Fishing Industry) – Twelve months (360) service on board commercial fishing vessels on Ocean waters or navigable waterways including the Great Lakes.
- ? ? Able Seaman (Sail) – Six months (180 days) service on board vessels on oceans or navigable waterways including the Great Lakes. Permits the holder to serve as AB only on sailing school vessels.
- ? ? Able Seaman (MOU) – See MSM Vol. III, Chapter 16

QUALIFIED MEMBER OF THE ENGINE DEPARTMENT (QMED)

General: 6 months (180 days) service as in a rating of wiper, coal passer or equivalent in the engine department (the presence of a “walk-in” engine room, generators independent of the main engines and other independent auxiliaries indicates a person performing the duties of wiper).

Qualified to test for any of the following after passing the General examination:

Junior Engineer	Deck Engineer
Electrician	Refrigeration Engineer
Machinist	Fireman/Water-tender
Oiler	Pumpman
Oiler (Mineral & Oil)	

Qualifying Deck Engine Mechanic: Holds endorsement as Junior Engineer **AND**

180 days service in the rating of Junior Engineer on steam vessels of 4000HP: **OR**

Company letter certifying satisfactory completion of at least 4 weeks indoctrination in engine department of an automated steam vessel of 4000HP or more: **OR**

Satisfactory completion of USCG Approved Deck Engine Mechanic course.

Qualifying service for Engineman: Holds endorsement as Fireman/Water-tender and Oiler

Or Junior Engineer: **AND**

180 days service in any of the above ratings on steam vessels of 4000HP or more; **OR**

Company letter certifying satisfactory completion of at least 2 weeks indoctrination in engine department of an automated steam vessel of 4000HP or more; **OR**

Satisfactory completion of USCG Approved Engine man course.

LIFEBOATMAN (LB). You must present at least one year (360 days) of underway service in the Deck department or two years (720 days) in any other department. Service must have been on vessels greater than 100 gross tons.

GENERAL TANKERMAN REQUIREMENTS

Licensed officers (deck and engineer) may act as Tankerman under the authority of their license provided that they have not renewed their license after March 31, 1997. If you have renewed your license after March 31, 1997 and wish to perform the duties of Tankerman, you are required to meet the current regulations as stated in Code of Federal Regulations, title 46, part 13. Below is a general list of requirements for Tankerman endorsements:

- ?? Applicants must be a minimum of 18 years old
- ?? Evidence documenting recency of service (25% of sea service and at least 2 of the required transfers within the past 5 years from application date)
- ?? Proof of service may be in the form of an original letter on company letterhead stating number of transfers, dates performed and signed by a company representative
- ?? Basic Fire Fighting Certificate completed within 5 years of the application date

Tankerman Person In Charge (PIC):

- ?? Service – 90 days licensed service or 90 days unlicensed service on tank vessels; 5 loadings, 5 discharges, 2 commencements of loading, 2 completions of loading, 2 commencements of discharge, and 2 completions of discharge
- ?? Dangerous Liquid (DL) and/or Liquefied Gas (LG) course certificate completed within 5 years of the application date

Tankerman PIC (Barge):

- ?? Service – 60 days service on tank vessels (TV) or 6 months on tank barges; 5 loadings, 5 discharges, 2 commencements of loading, 2 completions of loading, 2 commencements of discharge, and 2 completions of discharge
- ?? DL and/or LG course certificate completed within 5 years of the application date

Tankerman Assistant:

- ?? Service – 90 days service on TVs **or** a DL and/or LG course certificate completed within 5 years of the application date

Tankerman Engineer:

- ?? Service – 90 days licensed engineer service on TVs **or** 90 days unlicensed engineer service on TVs
- ?? DL and/or LG course certificate completed within 5 years of the application date.

ADDITIONAL GUIDANCE

Read all forms carefully. Print legibly or type all information on the forms with the exception of your signature. Enter all information in full; do not use abbreviations. If a block or section does not apply to you, place "N/A" in it.

CG-719B Application Form – 2 pages (Encl. 1): This is required for ALL license, document and STCW transactions. The oath sections for an original document MUST be signed in front of/witnessed by a Coast Guard official. Refusal to sign page 2, National Drivers Registration (NDR) authorization, could preclude you from receiving a license/document. The signature for the Mariner's Tracking System is purely voluntary. Please ensure that you place your initials in Section IV.

CG-719K/E Physical Examination Report – 2 pages (Encl. 2): This is required for all originals, renewals, raise-in-grades of documents. Ensure the physician provides his/her license number, address and telephone number. Follow the "Instructions for Applicant" on the form. The physical must be dated within one year of the application date.

Drug Testing (Encl. 3) : This is required for all originals, renewals, raise-in-grades of document.

- a. **Chemical testing for dangerous drugs form or**
- b. **Sample random drug testing letter.**

Sea Service Forms (Encl. 5):

- a. **Sample sea service letter :** A template is provided for companies to document a mariner's sea service.

Merchant Mariner's Document Set Up Form (Encl. 4) : This is required for all document applicants (original, renewal and endorsement). Your signature goes in the signature box and must be in a black felt tip marker. Your left thumbprint and a recent passport style photo go in the left boxes. The thumbprint can be done using a standard black inkpad.

**** THIS OFFICE ONLY ACCEPTS ORIGINAL COPIES OF ALL DOCUMENTS LISTED. PHOTOCOPIES OR FAXES WILL "NOT" BE ACCEPTED. ****

The following forms are required to complete this package:

Universal Application Form
Physical Exam Form
Drug Testing Form
Picture and Signature Form